Fall 2014 Schedule Production Timeline

Basic Session Codes for Fall entered by Vicki Woolverton ................................................ 11/13 ...... 5 PM

TERM ROLL ........................................................................................................................................ 11/14

Basic Session Codes e-mailed to Instructional ADs/AAs from ARO .................................. 11/14 ...... 5 PM

Web-Based Enrollment Report available ........................................................................ 11/14
(This report is available through CougarWeb, under My Workplace. It is updated and is near real-time)

Administrative Programming runs the FIX DATE program ........................................ 11/14 ...... 5 PM

Julie Youngblood downloads from Banner to AdAstra ................................................ 11/15 ...... 8 AM

Web-Based Reports used as “TERM Pulls” for Coordinator review/edits ......................... 11/15 – 1/21

FINAL SCHEDULE INPUT (from Coordinators to ADs/AAs) ......................................... 1/22 ...... 5 PM

Last day for ADs/AAs to assign their Division Rooms to their courses ......................... 2/12 ...... 8 PM

Assistants to the Provosts assign rooms to “Orphan” Courses ........................................ 2/13 – 2/25

Assistants to the Provosts distribute Orphan Room Assignments to ADs/AAs .......... 2/26 ...... 9 AM

Last day for ADs/AAs to enter Schedule Input into Banner ........................................ 3/5 ...... 8 PM

Term PULL ........................................................................................................................................ 3/6 ...... 8 AM

SPRING BREAK .............................................................................................................................. 3/10 – 3/16

Vicki W checks STVSUBJ ....................................................................................................... 3/25

Marcy Cadena-Smith sends Learning Community pdf to Vicki W. .............................. 3/26

Marcy Cadena-Smith posts the Fall Registration Guide to website ............................. 4/8

Vicki W posts the Learning Community courses to CougarWeb ................................. 4/8

Fall Class Schedules available on CougarWeb ............................................................... 4/8

CougarWeb Registration begins ......................................................................................... 4/22

Original 4.15.13